

Student Name: \_\_\_\_\_ Job Title: \_\_\_\_\_ Business: \_\_\_\_\_

**Transferable Job Skills:** *A number of workplace skills are necessary in all career fields. These skills (listed below) should be observed and practiced at all student internship sites. Mentors will evaluate interns on transferable job skills each term.*

- Work Habits and Attitudes
- Technical Skills
- Thinking and Problem Solving Skills
- Communication Competencies
- Interpersonal Effectiveness
- Quality of Work Accomplished
- Dependability & Punctuality
- Appearance and Grooming

**Specific Job Skills:** *This list is designed to help you learn important skills during your internship period. The column on the left will designate various procedures used in your internship. Each time you observe or participate in a procedure, record the date.*

PROCEDURE OR SKILL	DATE OBSERVED	DATE PARTICIPATED
Make phone calls to clients		
Organize files		
Learn how to work machines		
Do labeling		
Learn ethics of company and modeling business		
Organize picture books		
Demonstrate professional conduct		
Dress appropriately		
Use appropriate phone skills		

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_